

Office of Employee Appeals (CH0)

The mission of the Office of Employee Appeals (OEA) is to render legally sufficient, impartial decisions in a timely manner, regarding appeals in which District employees have challenged decisions regarding adverse actions, reductions-in-force, performance evaluations, and classification of positions.

| | |
|--|-------------------------|
| Agency Director | Warren M. Cruise |
| Proposed Operating Budget (\$ in thousands) | \$1,434 |

| Fast Facts | |
|---|--|
| <ul style="list-style-type: none"> The proposed FY 2001 operating budget is \$1,434,195, an increase of \$97,675 over the FY 2000 budget. There are 15 full-time equivalents (FTEs) supported by this budget. During FY 2000, the Office of Employee Appeals plans to do the following: <ul style="list-style-type: none"> Process an estimated 25 appeals through mediation; Establish a formal mediation program that will focus on the resolution of grievances; Conduct approximately 200 hearings; | <ul style="list-style-type: none"> Issue approximately 60 Opinions and Orders; Prepare written Opinions and Orders for the OEA Board; and Adjudicate and issue decisions for approximately 320 appeals. |

Proposed Budget by Control Center

The basic unit of budgetary and financial control in the District's financial management system is a control center. The Office of Employee Appeals is comprised of one control center that serves as the major component of the agency's budget.

FY 2001 Proposed Budget by Control Center

(Dollars in Thousands)

Office of Employee Appeals

Control Center

**Proposed
FY 2001
Budget**

| | |
|---------------------------------|-------|
| 1000 OFFICE OF EMPLOYEE APPEALS | 1,434 |
| CH0 Office of Employee Appeals | 1,434 |

Agency Overview and Organization

The Council of the District of Columbia established OEA to hear and adjudicate employee appeals. OEA is a quasi-judicial agency, similar to its federal counterpart, the Merit Systems Protection Board (MSPB), which hears and adjudicates employee appeals under the federal merit system. The appeals process is established by statute, and implemented by OEA's Rules. OEA hears appeals from District Government employees who are challenging a final agency decision such as: (1) performance rating that results in removal of the employee, (2) an adverse action for cause that results in removal, reduction in grade, or suspension for 10 days or more, or (3) a reduction-in-force. OEA also offers a mediation program. The mediation program is geared toward avoiding the protracted litigation that is common in personnel actions.

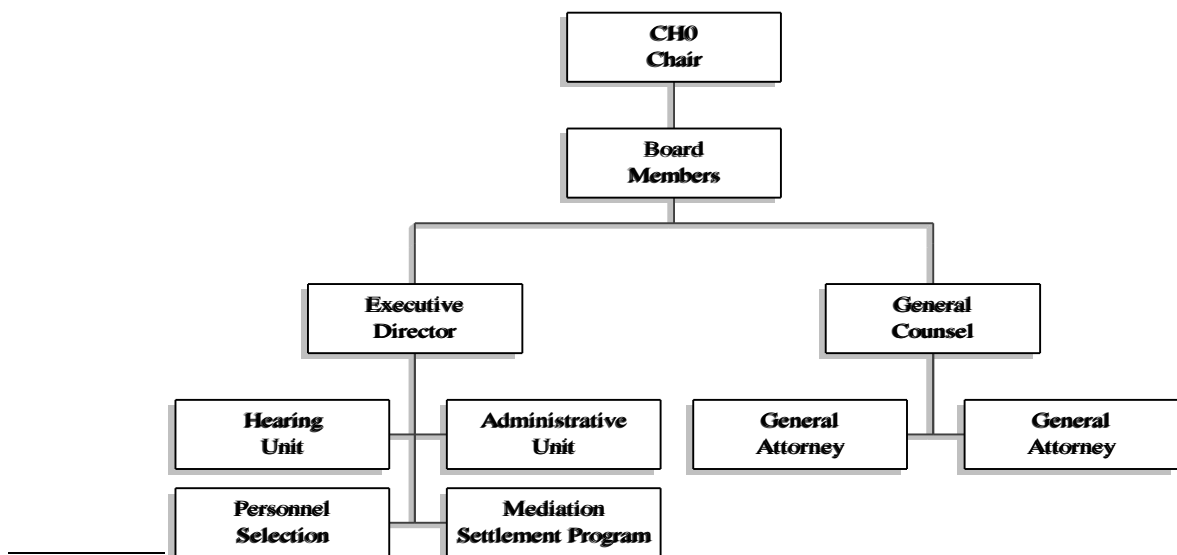
The OEA Board is comprised of five members, each of whom has a demonstrated knowledge of personnel management and labor relations. Three board members constitute a quorum for purposes of transacting official business of the office, ruling on Opinions and Orders, and issuing rules and regulations. The chairperson of the OEA board serves as the executive director of the office.

OEA achieves its mission via three primary program facets: (1) the hearing unit, (2) the Office of the General Counsel, and (3) the mediation program.

The office's hearing examiners conduct evidentiary hearings where parties present witnesses and other evidence before hearing examiners. The hearing examiners review the testimony and evidence and render a written initial decision.

If the initial decision is appealed to the OEA Board, the Office of the General Counsel prepares a written Opinion and Order for the Board. The Board's rulings on Opinions and Orders can be further appealed to the D.C. Superior Court. The General Counsel's office also develops rules and regulations for the Office and serves as the Board's legal counsel.

OEA also established a formal mediation program. The mediation process is an informal means of helping parties resolve disputes without resorting to formal litigation. Mediation is analogous to negotiation except that mediation involves three parties instead of two: the parties to the dispute and the mediator who is a neutral third party. The mediator does not have the authority to impose an outcome on either party. Rather, the neutral party acts as a facilitator to encourage the parties to resolve the dispute between them. All of OEA's hearing examiners have received mediation training.



Government of the District of Columbia

COMING TOGETHER, WORKING TOGETHER, SUCCEEDING TOGETHER

FY 2001 Proposed Operating Budget

The Office of Employee Appeals' operating budget is composed of two categories: (1) Personal Services (PS), and (2) Nonpersonal Services (NPS).

Within the PS budget category are several object classes of expenditure such as regular pay, other pay, additional gross pay, and fringe benefits. Within the NPS budget category are several object classes of expenditure such as supplies and materials, utilities, communications, rent, other services and charges, contractual services, subsidies and transfers, equipment and equipment rental, and debt service.

Authorized spending levels present the dollars and related full-time equivalents (FTE) by revenue type. Revenue types include: Local (tax and non-tax revenue not earmarked for a particular purpose); Federal (revenue provided by the federal government to support federally established programs or grants for a particular purpose); Private and Other (charitable contributions and fees from fines, etc); and Intra-District (payments for services provided by one District agency to another District agency).

FY 2001 Proposed Operating Budget

(Dollars in Thousands)

Office of Employee Appeals

| Object Class | FY 1999 Unaudited | Budget FY 2000 | Proposed FY 2001 | Variance | | | | |
|--|----------------------|-------------------|---------------------|----------------|-------------|----------------|-------------|----------------|
| Regular Pay -Cont. Full Time | 725 | 823 | 865 | 42 | | | | |
| Regular Pay - Other | 31 | 10 | 33 | 23 | | | | |
| Additional Gross Pay | 2 | 0 | 0 | 0 | | | | |
| Fringe Benefits | 98 | 107 | 114 | 7 | | | | |
| Subtotal for: Personal Services (PS) | 856 | 940 | 1,012 | 72 | | | | |
| Supplies and Materials | 7 | 9 | 9 | 0 | | | | |
| Telephone, Telegraph, Telegram | 15 | 23 | 23 | 0 | | | | |
| Rentals - Land and Structures | 218 | 259 | 285 | 26 | | | | |
| Other Services and Charges | 18 | 44 | 44 | 0 | | | | |
| Contractual Services - Other | 22 | 35 | 35 | 0 | | | | |
| Equipment and Equipment Rental | 23 | 27 | 27 | 0 | | | | |
| Subtotal for: Nonpersonal Services (NPS) | 304 | 396 | 422 | 26 | | | | |
| Total Expenditures: | 1,159 | 1,337 | 1,434 | 98 | | | | |
| Authorized Spending Levels by Revenue Type: | | | | | | | | |
| | FTEs | Dollars | FTEs | Dollars | FTEs | Dollars | FTEs | Dollars |
| Local | 14 | 1,159 | 15 | 1,337 | 15 | 1,434 | 0 | 98 |
| Total: | 14 | 1,159 | 15 | 1,337 | 15 | 1,434 | 0 | 98 |

Agency Funding Summary

The proposed FY 2001 operating budget *for all funding sources* is \$1,434,195, an increase of \$97,675 or 7.3 percent, over the FY 2000 approved budget. The Office of Employee Appeals receives 100 percent of its funding from local sources.

- **Local.** The proposed *local* budget is \$1,434,195, an increase of \$97,675. Of this increase, \$71,675 is in personal services, and \$26,000 is in nonpersonal services. There are 15 full-time equivalent positions funded by local sources.

The change in personal services is comprised of:

- \$54,688 increase for regular pay
- \$16,987 increase for step increases

The change in nonpersonal services is comprised of:

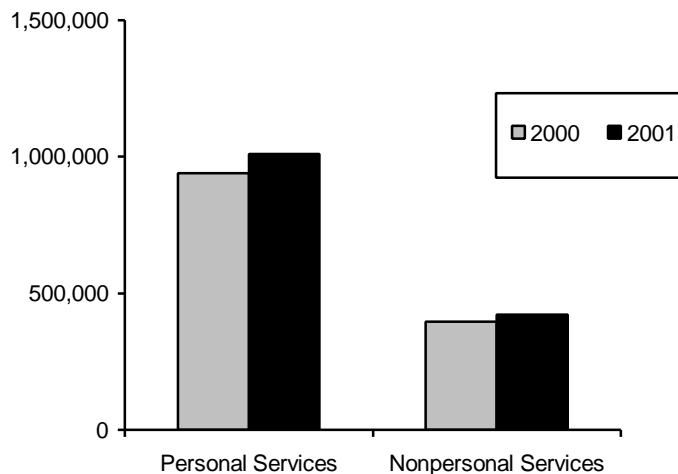
- \$26,000 increase for rent costs based on Office of Property Management estimates

Figure 1

FY 2001 Proposed Budget Includes an Increase for PS and NPS

Personal Services increased by 7.6 percent, from \$940,300 in FY 2000 to \$1,011,975 in FY 2001.

Nonpersonal services increased by 6.6 percent, from \$396,220 in FY 2000 to \$422,220 in FY 2001, due to an increase in rent.



Occupational Classification Codes

Occupational Classification Codes (OCC) are used by federal agencies like the Bureau of Labor and Census Bureau, as a way of classifying workers into eight major occupational categories for the purpose of collecting, calculating, or disseminating data. The Office of Employee Appeals workforce is divided among 4 occupational classification codes.

Agency FTEs by Occupational Classification Code

| OC Code | FTEs in FY 2001 |
|-------------------------|-----------------|
| Service Maintenance | 0 |
| Skill Craft Worker | 0 |
| Office/Clerical | 1 |
| Paraprofessional | 12 |
| Protective Services | 0 |
| Technical | 1 |
| Professional | 0 |
| Official/Administrative | 1 |
| Total | 15 |

FTE Analysis

Agency FTEs by Occupational Classification Code

The Office of Employee Appeals is an administrative agency. Of the total FTEs, 80 percent are Paraprofessionals. The 20 percent are Office/Clerical, Technical, and Office/Administrative.

